



Follow-up Report

Dear **[Project Signatory]**,

[Date]

Thank you for your work in bringing our community together! Please complete the following report regarding your project, **[Project Name]**, and submit it to **ivcrc.as.ucsb@gmail.com** by **[End Date]**.

1. General Information

| | |
|--------------------------------|----------------|
| Project Name | [Project Name] |
| Today's Date | |
| Project End Date | [End Date] |
| Sponsoring Organization | |
| Primary Contact Name | |
| Email | |

2. Project Information

Describe your project and its accomplishments in detail, making reference to your original timeline and objectives as stated on your grant application.

What difficulties did you encounter during your project? Did you fail to meet any of your objectives? If so, why?

How did your project change over the course of its implementation?

Describe the benefit of your project results to the UCSB and Santa Barbara community in relation to the IVCRC mission statement.

Would you consider your project a success?

Do you have any future plans for this project beyond this funding cycle? Will you reapply for funding?

3. Accounting

Please document all expenditures below by referencing your approved budget and what was actually spent. If there are any discrepancies, please describe the reasoning. Attach documentation for all expenditures to this report. Any unused funds must be returned to IVCRC.

| Item | Approved | Spent |
|--------------|-----------|-----------|
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ | \$ |

Reason for discrepancies:

Did your project include any funding for stipends or payroll, and need to report statutory benefits? If so, were they reported?

4. Outreach and Publicity

Please attach any publications or other materials (articles, flyers, awards) related to this project.

How was information about your work disseminated, particularly at UCSB?

Where and how was IVCRC's name displayed in relation to this project?

Do you feel you were successful in publicizing the importance of your work? How could this be improved in the future?

5. Additional Documentation

Please include the following documentation along with your application. Intern applications should be separately emailed to **ivcrc.as.ucsb@gmail.com** by the intern.

- Any receipts or accounting materials demonstrating how funds were spent.
- Any leftover funds (check payable to Associated Students, or a Transfer of Funds to Anjum Fitch if a UCSB department).
- Any publicity materials related to this project.
- Any publications or awards.
- Additional optional supporting materials. Describe:

6. Feedback

Please provide IVCRC with any feedback related to the grant application process, documentation, or funding guidelines. Is there anything we can do to improve the process?